webTA

Supervisor Manual

3i Systems, Inc.

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Basics

There are a few things that you need to keep in mind while using webTA.

First, webTA is an internet or intranet based application and differs from many computer applications that you may be accustomed to using, such as spreadsheets and word processors. Some of the processing in this application is done on your computer and some is done on a server. Because of the way the internet works, there is not a constant connection between your computer and the server.

This is important to remember when entering information in webTA. You must always tell the system that you want to save your work by clicking the appropriate button on the screen (usually the **Save** button).

If you use a web browser often, this system should be relatively simple to use. The biggest difference is that you should not use the **Forward** and **Back** buttons in your browser. You should use the navigation buttons within the webTA forms such as **Return**, **Save** and **Next**. If you do use the **Forward** or **Back** buttons, you risk losing data that you have entered.

Within a page, use the *Tab* key to move from one field to another or use your mouse to point to a field and click.

One of the most common functions you will be doing is entering hours worked. The format of hour entries is the number of hours, a colon, and the number of minutes. Minutes should be recorded in 15-minute increments (00, 15, 30 or 45). To enter whole hours, you need only enter the hours. Alternatively, you may enter the number of hours, a period, and a decimal fraction. The system automatically converts time entered this way to the hours:minutes format and rounds the entry to the nearest 15 minute increment. For example, 2.5 is converted to 2:30 and 4.1 is converted to 4:00 (a tenth of an hour is 6 minutes so is rounded down).

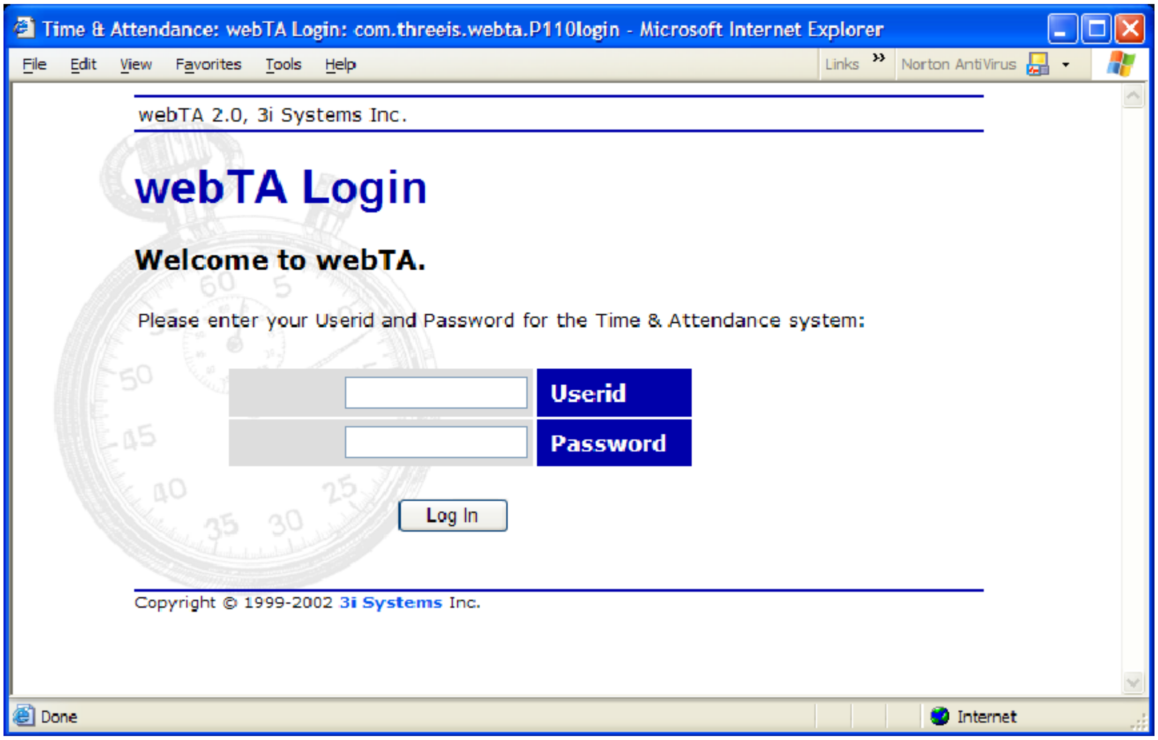
As you enter values, some validations are performed. When the system encounters data it can identify as incorrect, an error message is displayed indicating what is causing the problem. The primary T&A validation process is done after all data is entered for a pay period. Once validated, the data may be certified correct by the supervisor.

When you are done using webTA, you should properly exit the system by clicking the Logout button found at the top right of most screens. This insures that data is properly saved and you are logged out of webTA. If there is no Logout button, you should complete the function you are using to get back to a menu or other screen with a Logout button.

Typically an installation of webTA has a session timeout set on the server. If you leave webTA open and logged in for an extended period of time, your session will expire and you will be logged out of the application. This is a security feature to prevent others from using your webTA account. If your session times out, simply log back into webTA to continue.

Logging In and Logging Out

Access to webTA data is controlled by user IDs and passwords. The password form permits you to enter your user ID and password. Then click **Log In**. If your user ID and password are entered correctly, a *Main Menu* is displayed, otherwise an error message pops up.

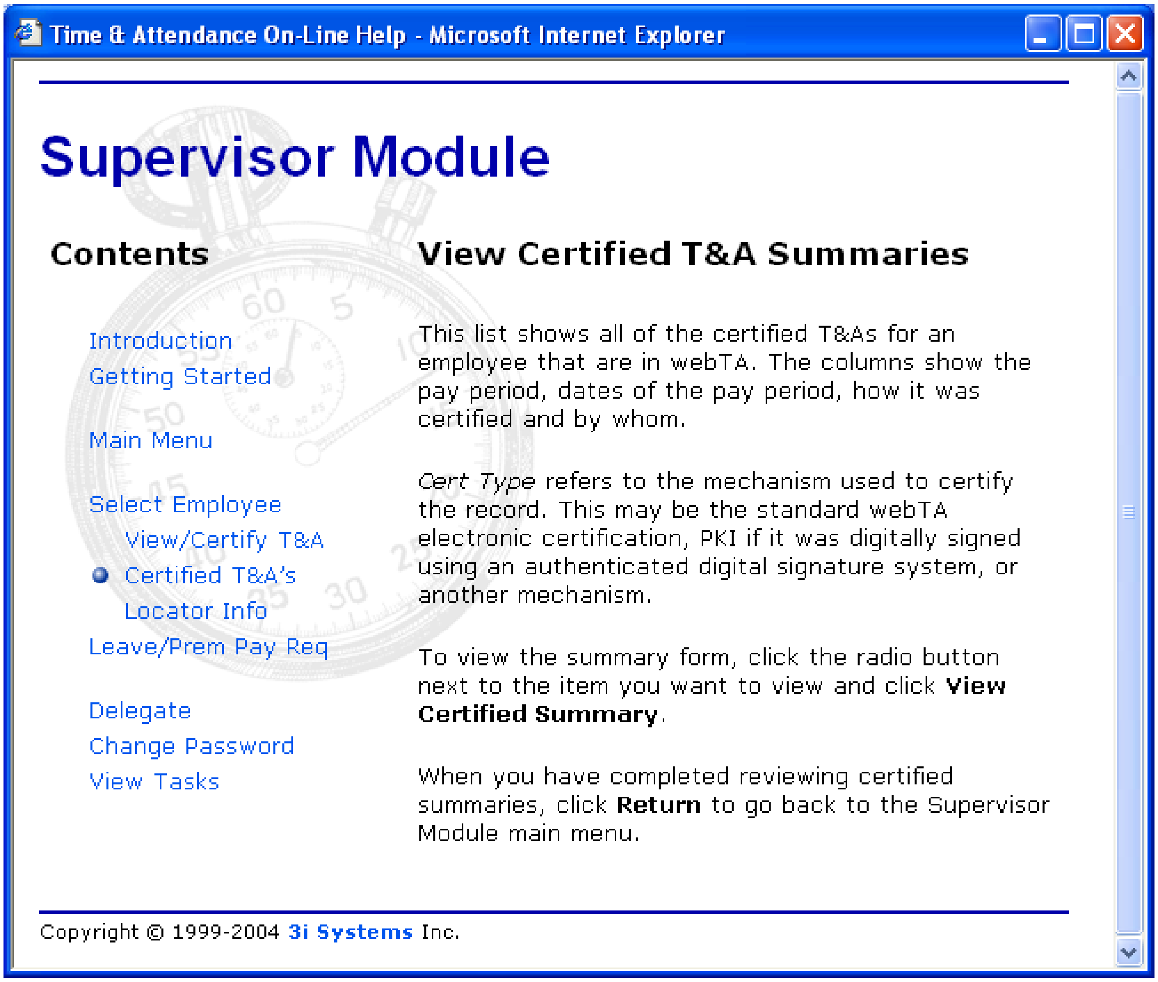


webTA passwords are case sensitive and password policies are established by your system administrator. If there are a number of unsuccessful attempts to log into your webTA account, you will be locked out of the system and your administrator must reset your password.

To end your webTA session you should log out of the application by clicking **Logout** in the upper right corner of the page. The **Logout** link is displayed on all pages other than the Login page.

Online Help

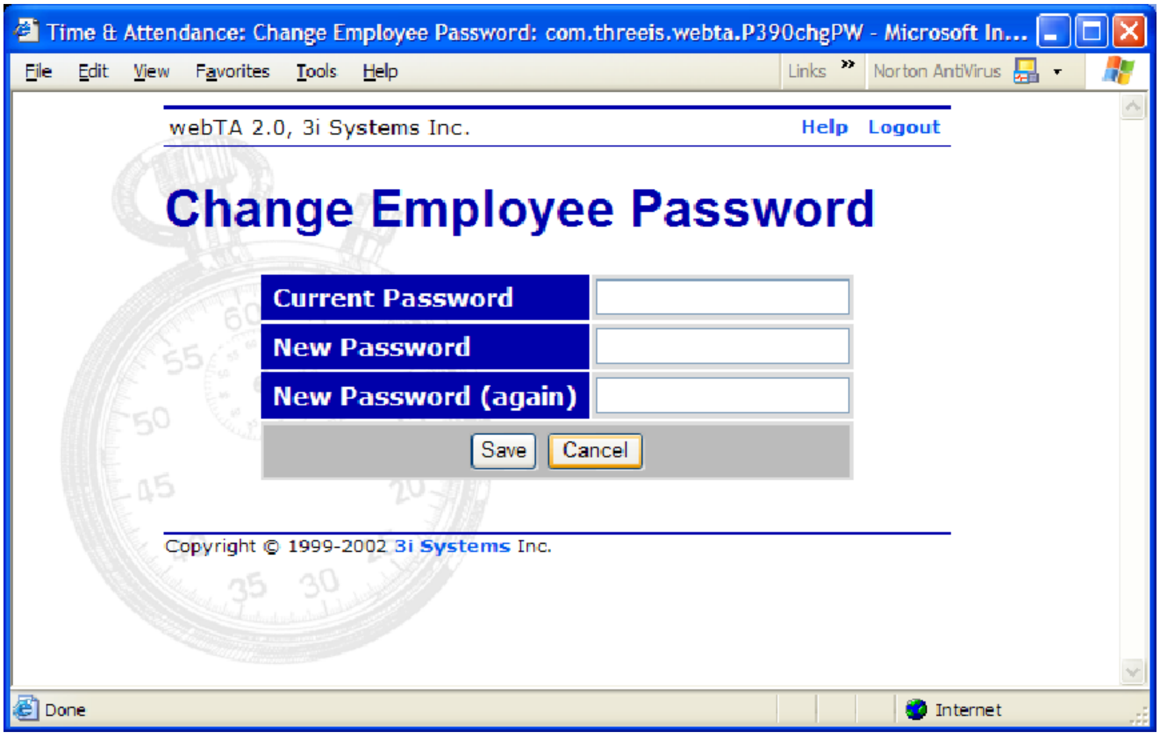
Throughout webTA, every page has an associated help page. If you need additional information about the page, simply click the **Help** link in the banner at the top left of the window, next to the **Logout** link.



Help messages are displayed in a separate window from the webTA pages. You can navigate the help messages using the contents links on the left side of the page. When you are finished viewing Help, simply close the help window.

Changing Your Password

To change your password within webTA, click **Change Password** on a *Main Menu* page. It is located in the *User Functions* section at the bottom of the page.



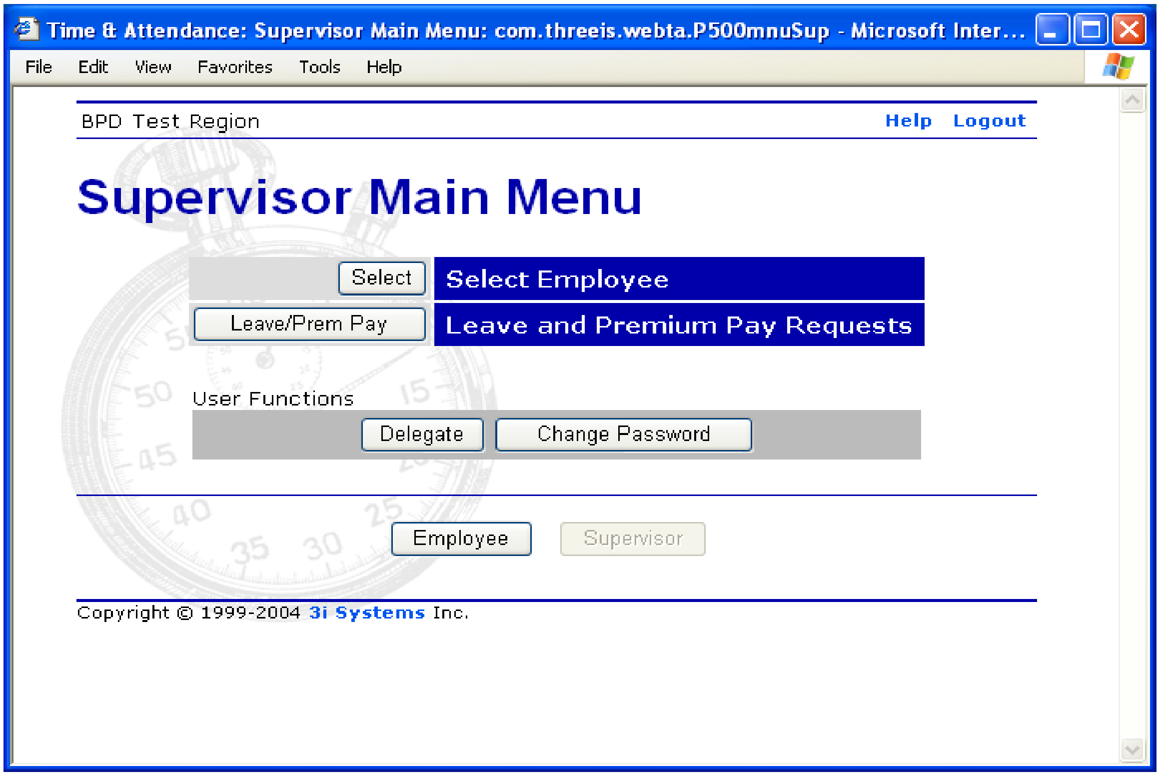
You should change your password on a regular basis and you should never give your password to any other person. Passwords should not be easy to guess. Avoid spouse and children names. The best passwords are random alphanumeric strings.

On the *Change Password* page, enter your current password. Then enter your new password twice, once in each of the fields provided, to verify that you did not make a typing error.

Click **Save** to save your new password and return to the *Main Menu*. Click **Cancel** to return without saving.

Supervisor Module

As a supervisor, you are responsible for certifying all T&A reports for your employees before their data is sent to NFC for payroll processing. The law requires that the data be certified as correct prior to issuance of pay. Therefore, webTA will not create the transmission record for an employee until it is certified by you or one of your delegates.

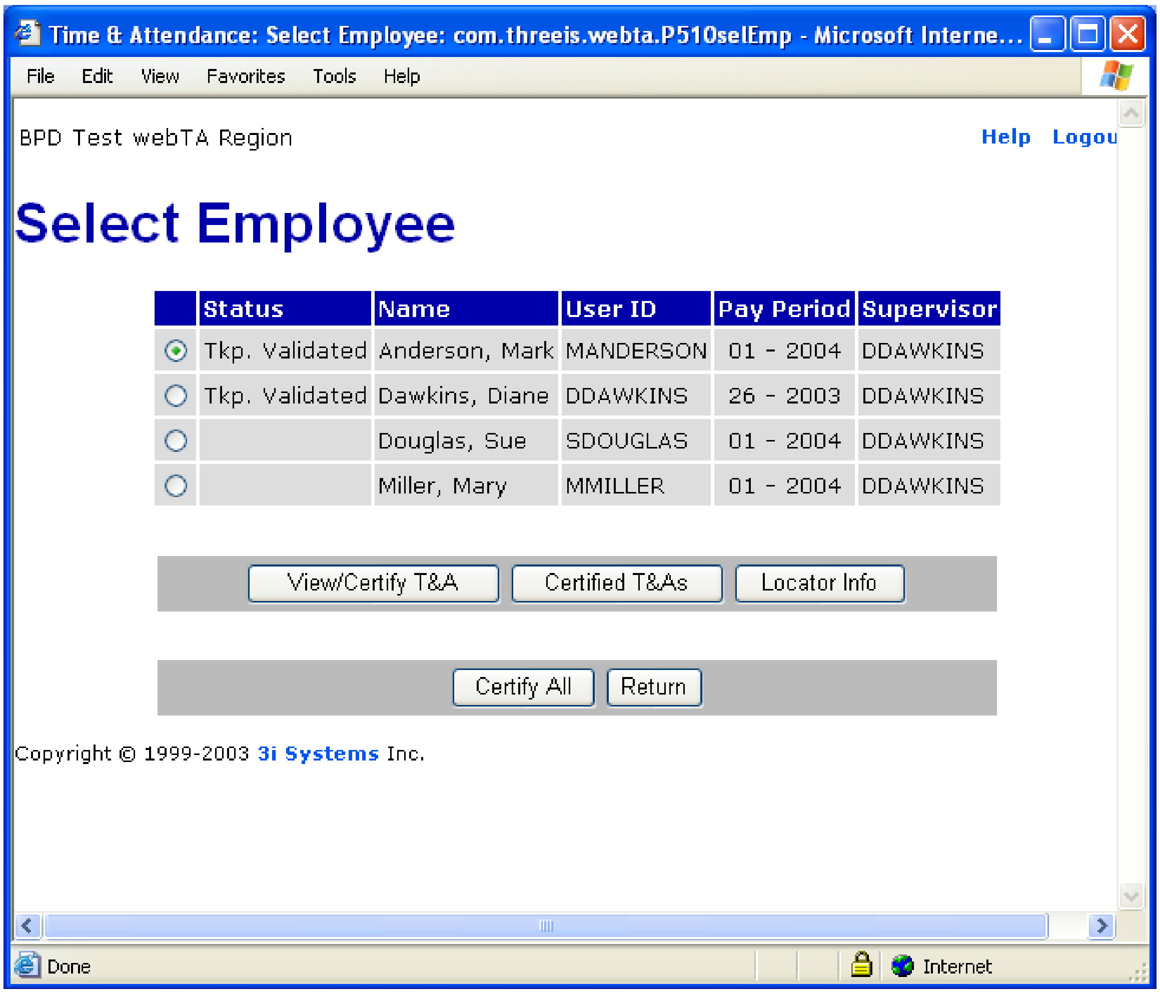


The other function you perform as supervisor in webTA is to approve or deny leave and premium pay requests. Your employees make the requests online.

Certifying/Decertifying Records

From the *Supervisor Main Menu*, click **Certify**.

All of the employees assigned to you or assigned to supervisors you are a delegate of are listed in a table along with their current status. Their login user IDs are also shown for your reference.

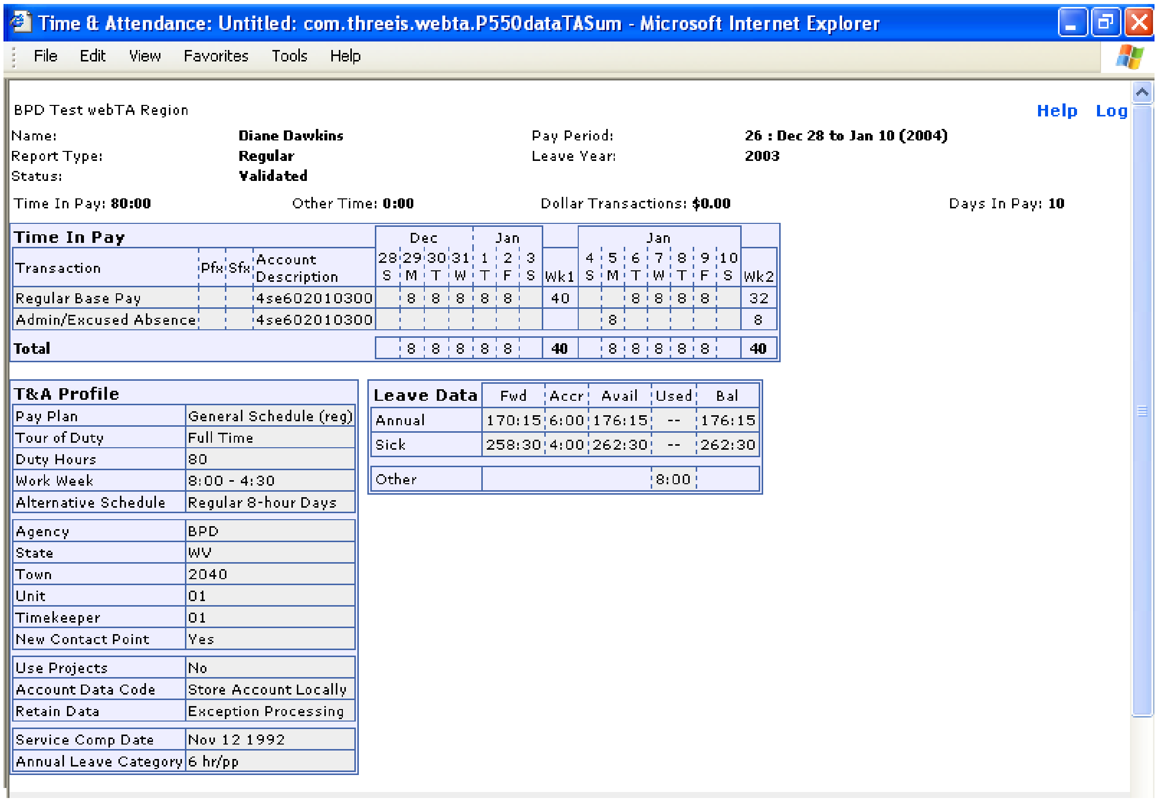


To select an employee, click the radio button next to the person you want to select. The bullet should fill in. Then click the button to **View/Certify T&A**.

You may certify all records at one time by clicking the **Certify All** button. You can then view and certify each record without having to select individual employees. You must still review and click **Certify** for each employee. Only records that have been verified successfully are displayed in the *Certify All* function.

Employee Summary Page

The employee summary is displayed with the name and current status at the top. The first section after the header is the payroll data for the employee. After the payroll data, employee profile and leave balance data are displayed.



Time & Attendance: Untitled: com.threeis.webta.P550dataTASum - Microsoft Internet Explorer

File Edit View Favorites Tools Help

BPD Test webTA Region

Help Log

Name:	**Diane Dawkins**	Pay Period:	**26 : Dec 28 to Jan 10 (2004)**
Report Type:	**Regular**	Leave Year:	**2003**
Status:	**Validated**		

Time In Pay: **80:00** Other Time: **0:00** Dollar Transactions: **$0.00** Days In Pay: **10**

Time In Pay

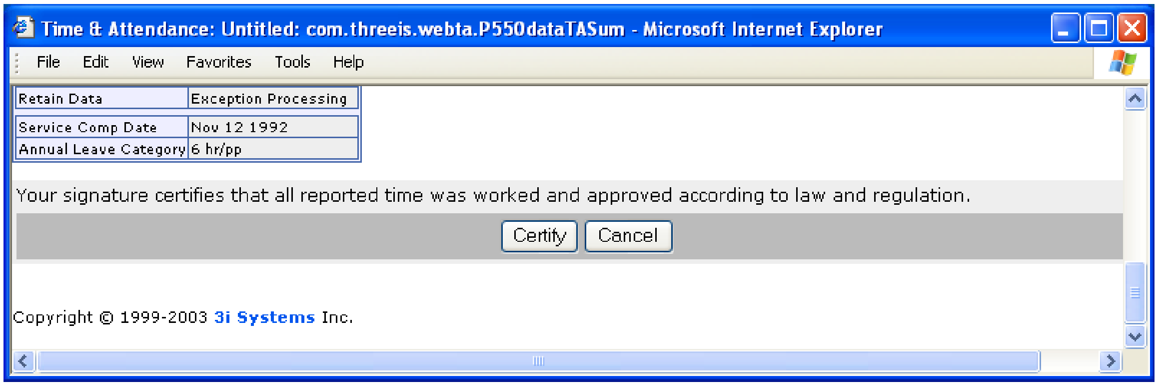
Transaction	Pfx	Sfx	Account Description	Dec 28 S	Dec 29 M	Dec 30 T	Dec 31 W	Jan 1 T	Jan 2 F	Jan 3 S	Wk1	Jan 4 S	Jan 5 M	Jan 6 T	Jan 7 W	Jan 8 T	Jan 9 F	Jan 10 S	Wk2
Regular Base Pay			4se602010300		8	8	8	8	8		40			8	8	8	8		32
Admin/Excused Absence			4se602010300										8						8
Total					8	8	8	8	8		**40**		8	8	8	8	8		**40**

T&A Profile

Pay Plan	General Schedule (reg)
Tour of Duty	Full Time
Duty Hours	80
Work Week	8:00 - 4:30
Alternative Schedule	Regular 8-hour Days
Agency	BPD
State	WV
Town	2040
Unit	01
Timekeeper	01
New Contact Point	Yes
Use Projects	No
Account Data Code	Store Account Locally
Retain Data	Exception Processing
Service Comp Date	Nov 12 1992
Annual Leave Category	6 hr/pp

Leave Data	Fwd	Accr	Avail	Used	Bal
Annual	170:15	6:00	176:15	--	176:15
Sick	258:30	4:00	262:30	--	262:30
Other				8:00	

At the very bottom of the page is the certification statement and options to **Certify or Cancel**.

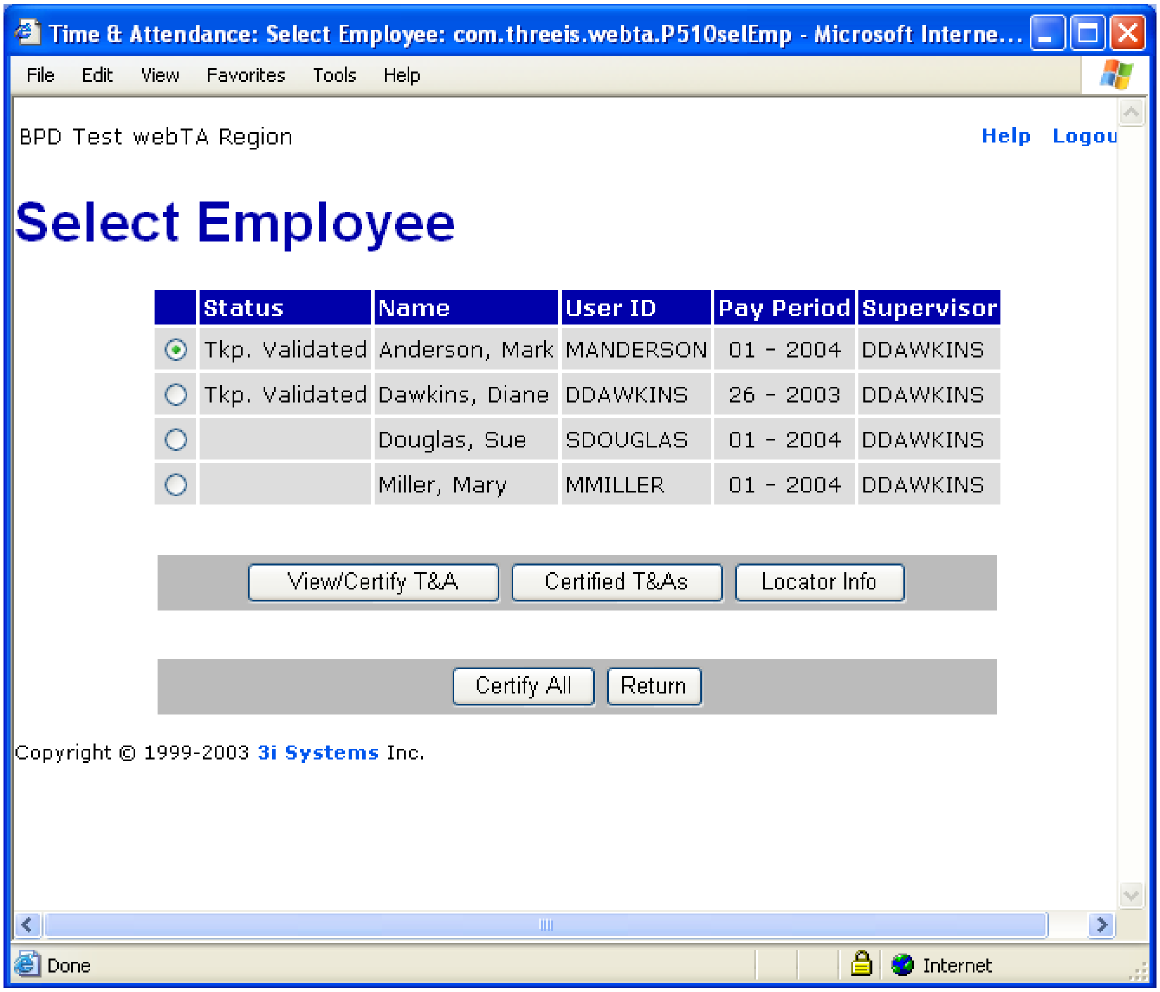


If the record status is *Validated*, this function permits you to certify the record. If the record is not validated, you do not have the option to certify.

You can review all of the data and if it is correct and you want to certify it, click the **Certify** button. The data is locked so no changes can be made to it and you return to the *Select Employee* page. Click on the **Cancel** button if the data is not correct.

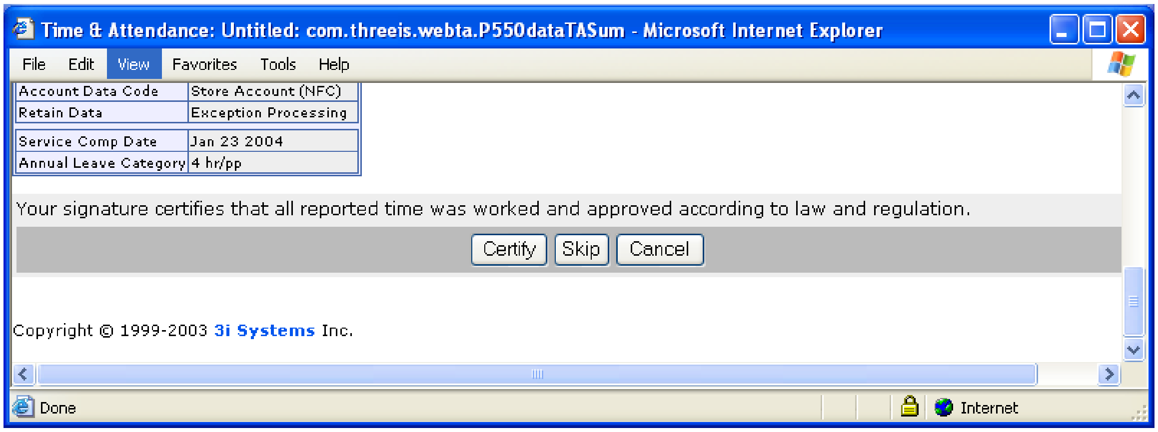
Certify All

You may certify all records at one time by clicking the **Certify All** button. You can then view and certify each record without having to select individual employees. You must still review and click **Certify** for each employee. Only records that have been verified successfully are displayed in the *Certify All* function.

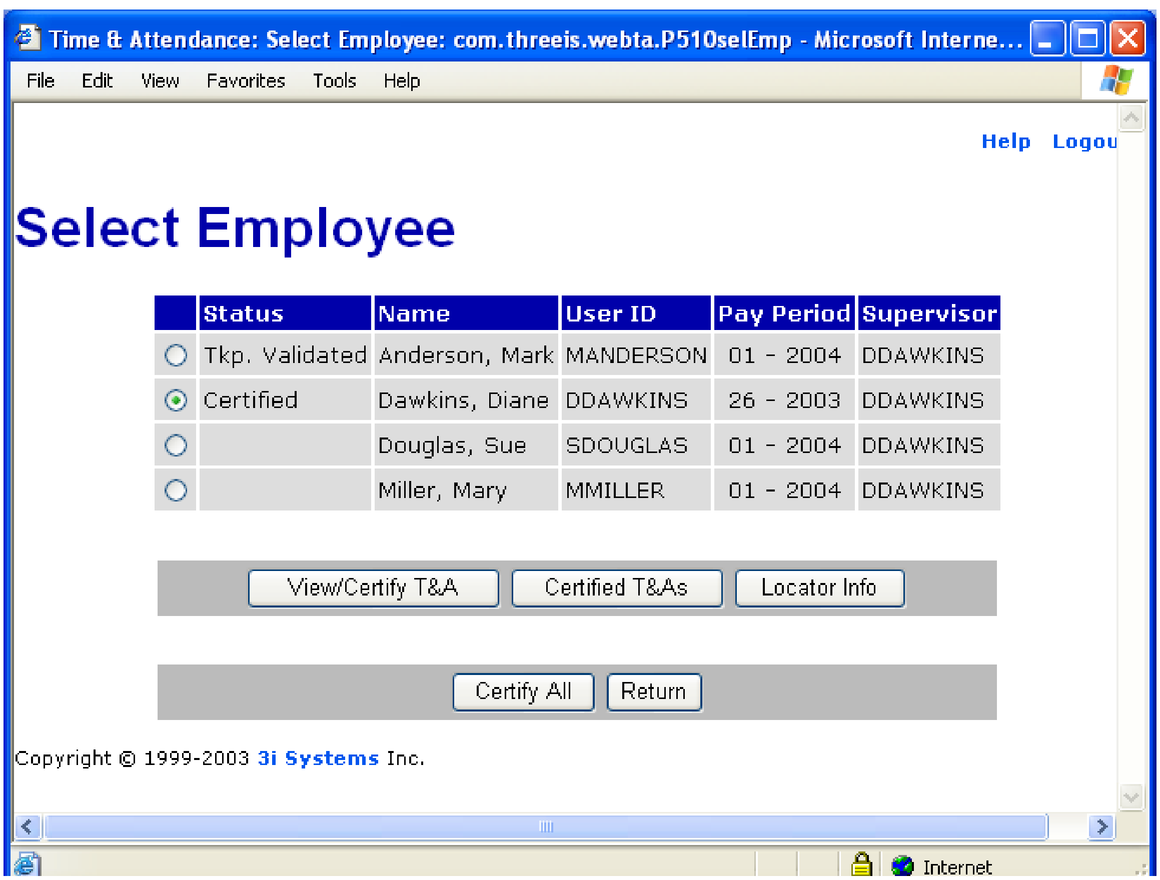


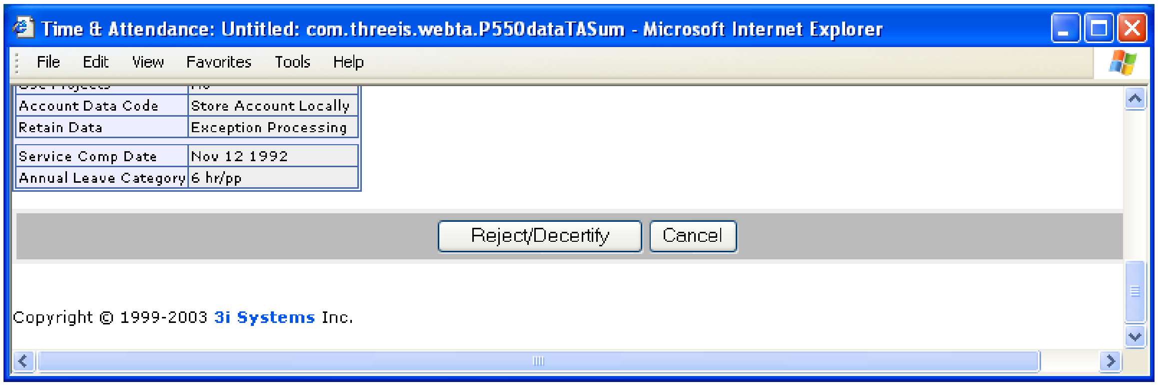
At the very bottom of the page is the certification statement and options to **Certify, Skip, or Cancel**.

You can review all of the data and if it is correct and you want to certify it, click the **Certify** button. Choose **Skip** to move to the next employee without certifying the current employee's timecard. Click on the **Cancel** button to return to the Select Employee screen.



If you are asked to remove the certification from a record, you can do so by selecting **View/Certify T&A** and then reject/decertify the certified T&A.





The *Reject Employee Data* text window appears where you must enter a reason for not certifying the T&A report. The certification will then be removed.

Enter the reason for not certifying or for removing the certification from this record. The reason should be relatively short, but you may enter as much information as you feel necessary to explain the situation.

When you have entered a reason, click **Save**.

Approving Leave and Premium Pay Requests

From the *Supervisor Main Menu*, click **Leave Requests** to access the *Select Request* page for leave and premium pay requests. All pending or approved leave requests that have not yet expired for all of the employees assigned to you or assigned to supervisors you are a delegate of are listed in a table. Their login user IDs are also shown for your reference.

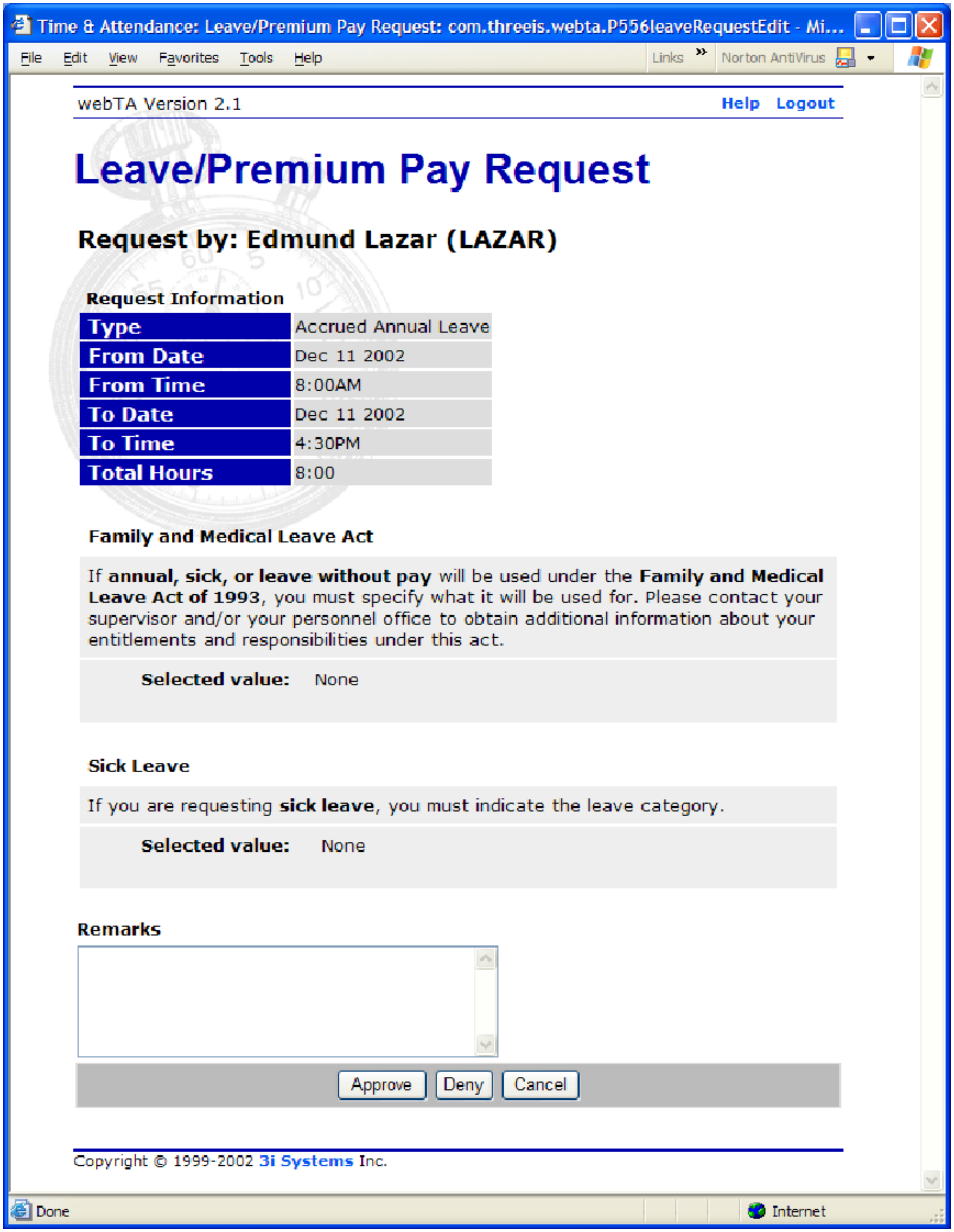
The approval codes for leave requests are:

Pending – A new leave request that has not been approved or denied,

Yes – A leave request that has been approved, and

No – A leave request that has been denied.

To select a leave request, click the Approval button next to the request you want to select. The request is displayed for you to review. There are three buttons at the bottom of the page: **Approve**, **Deny** and **Cancel**.



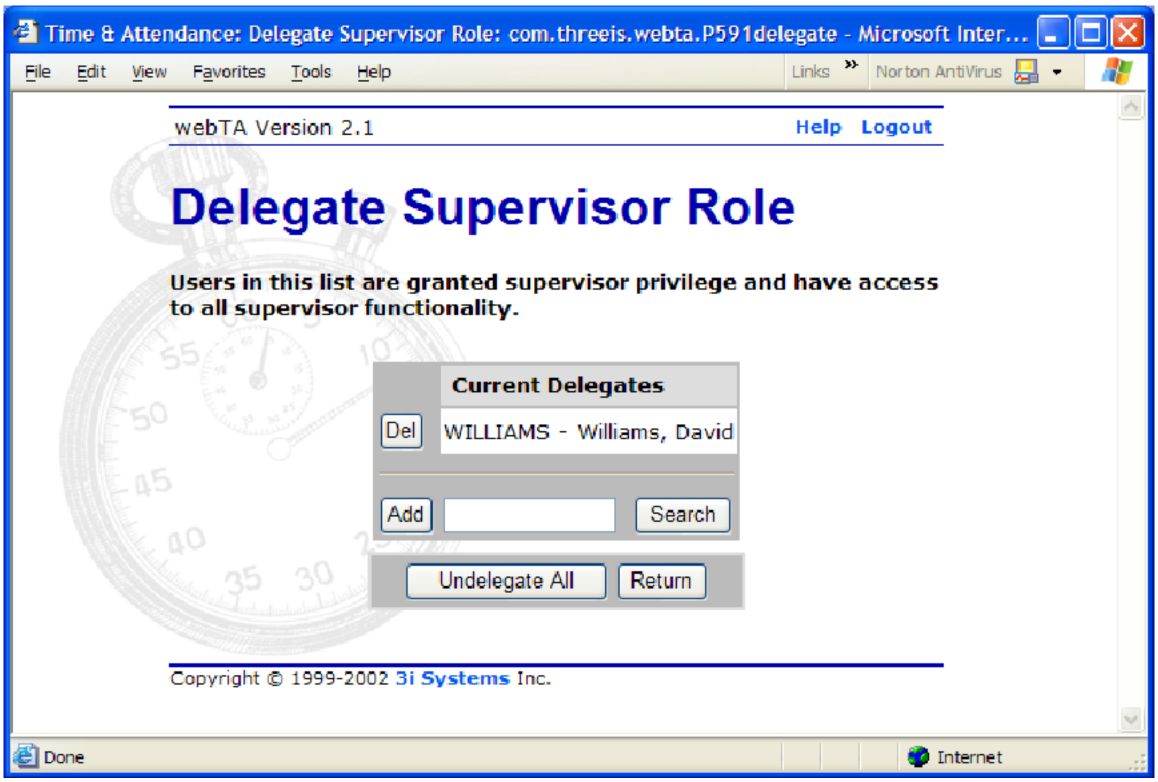
Click **Approve** to authorize the leave requested, click **Deny** to reject it, or click **Cancel** to leave the request in Pending status.

Creating Delegates

You can delegate your supervisor role to one or more alternate supervisors. As long as your delegates are active, they can view, approve and reject T&A records and leave and premium pay requests.

It is a good idea to have at least one delegate at all times. That way your delegate will be able to perform your webTA supervisor responsibilities in the event that you are not available. However, you may have as many delegates as you like.

To manage delegates, simply click **Delegate** on the *Supervisor Main Menu*.



You can click **Undelegate All** to clear the list of delegates. Alternatively, you may click **Del** next to any existing delegate that you want to remove from your list.

To add a delegate, simply type their user ID in the field and press **Enter** or click **Add**. If you do not know the user ID of the person you want to delegate to, simply click **Search** to find it.